** SAEED**

**OPERATIONS, PROCUREMENT & INVENTORY PROFESSIONAL**

Email: saeed-397487@gulfjobseeker.com

Address: Bur Dubai, United Arab Emirates

**SUMMARY**



Dedicated Operations Manager & effective leader who excels at using proven methods & cutting-edge technology to successfully cut costs, streamline operations & increase productivity. Assertive & enthusiastic, with extensive knowledge of process optimization & an unsurpassed ethic. Acquired outstanding experience in Procurement & Inventory management. Demonstrated superior performance in all assigned job profiles. Achieved parameters of performance set by the management and a consistent contributor to the organization.

**KEY STRENGTHS**



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| Operations Management | MIS reporting | Procurement & Inventory Management |
| Project Management | SQL & ORACLE (ERP's) | Policy & Procedure Development |
| Financial Oversight | MS OFFICE Proficiency | Cost reduction & Containment |
| Supply Chain Management | Adobe Photoshop | Resource Planning & Budgeting |
| Contract Management | Risk Management | Bargaining & Negotiation |

**PROFESSIONAL EXPERIENCE**



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| --- | --- |
| **PROCUREMENT cum OPERATIONS MANAGER** | **Dec 2016 to till date** |
|  **(Group of Companies)-Dubai, U.A.E** |  |

* Employing a hands-on approach to all aspects of operations from project & vendor management to process improvements
* Plan, direct & coordinate the operations of the organization. Manage & Monitor the workings of various projects
* Supply Chain optimization, Strategic Sourcing & Supplier Relationship Management, Contract & Risk Management
* Develop, implement & oversee a procurement system, Internal & External Price benchmarking
* Establishing appropriate approval guidelines & business processes for all purchases and ensure these to be followed
* Ensuring high-quality solutions achieved through competitive bidding & effective negotiations
* Prepare and control operational budgets & inventory
* Managing customer orders, lead time & fabrication process to ensure the correct quality standards & customer satisfaction
* Plan, organize recruitment and placement of required staff. Delegate tasks and accountabilities
* Establish work schedules & supervise. Optimize procedures to reduce cost
* Monitor employee performance & conducting regular staff meetings to increase productivity
* Identifying, developing & securing business opportunities in line with the business plan



**PROCUREMENT cum INVENTORY CONTROLLER** **Jun 2013 to Nov 2016**

**Lifco Trading Co. LLC (Lifco Group of Companies)-Sharjah, U.A.E**

* Planning and execution of the procurement of products from global suppliers considering various factors & setting up the weekly/monthly/quarterly procurement plan
* Developed sound Knowledge in Strategic procurement techniques & inventory control procedures
* Day-to-day inventory analysis, maintaining safety stock level, Lead time & Re-order level
* Negotiate price, payment terms and quality of items. Optimizing cost to select the best vendor
* Maintaining close liaison with suppliers on production capacities, readiness and material supply, Follow-up the updated documents and ETD/ETA of shipments for timely dispatch. Ensure that discrepancies & vendor invoice queries are effectively investigated & resolved
* Sales Forecasting & Demand planning, such as drafting the procurement plan and Purchase Budget in close coordination with management

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* Follow-up with Finance department for the payment of vendors as per the agreed mode of payment
* Preparing reports (MIS) for Management & maintaining the records of all the correspondence, orders and communication of the suppliers
* Preparation of quotations (B2B & B2C) & processing of invoices (MRV's: Material Receipt Vouchers, Cash/Credit invoices,

GRV's: Goods Return Vouchers etc.)

* Physical verification of returned goods & maintaining the perpetual record of material/products
* Ensure the accuracy & timeliness of all inventory transactions (inflow & outflow). Coordination with management, sales force, warehouse & clients
* Launching of new products & promotions, designing catalogs for products & maintaining Price Lists
* Conduct semi-annually cycle count of inventory materials
* Use of computer apps. such as a spreadsheet, word processing & E-mas (SQL based ERP) in performing work assignments



**INVENTORY CONTROL MANAGER**

**Atiq Juma LLC (Group of Companies)-Dubai, U.A.E**

* Preparation of quotations (B2B & B2C) & generation of Invoices/LPO's etc.
* Resource planning for each project
* Maintaining of Accounts Receivable/Payable & Payroll records
* Direct coordination with customers & suppliers
* Cost Analysis & Lead time of projects
* Generating MIS & work progressive reports



**INVENTORY CONTROLLER**

**Unilever Pakistan Ltd. (Walls Ice-cream Distribution)-Punjab, Pakistan**

**Jan 2012 to May 2013**

**Jan 2010 to Dec 2011**

* Data Processing in ICIS software (Oracle-based ERP)
* Generating MIS reports, monitoring reports and setting targets
* Handling of Hand Handle Terminals (HHT’s), using Business Objectives XI 3.0 (BO) and CIS software (Oracle-based Software)
* Launching of new products & promotions
* Forecasting sales trends for stock order generation
* Conduct annual cycle count of inventory materials, maintaining Asset Record & physical verification of assets

**EDUCATION**



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| --- | --- |
| **Masters in Business Administration (MBA)**-Virtual University of Pakistan | **3.39/4.00 CGPA (2011)** |
| **Bachelor of Economics**-University of the Punjab | **2nd Div. (2009)** |
| **Certified Procurement Professional (CPP)** | **under process** |

International Institute of Procurement & Market Research (IIPMR)

**PERSONAL INFORMATION**



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| Date of Birth: | 29-May-1989 | Visa Status: | Employment |
| Nationality: | Pakistani | Languages: | English, Urdu, Punjabi & Hindi |
| Marital Status: | Married | Driving License: | Light Vehicle (Manual) |

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